

**CALLING FOR TENDER FOR  
CEREMONIAL FOUR WHEELED SINGLE AND DOUBLE HORSE DRAWN CARRIAGE**

Dear Bidders,

1. Sealed Tenders are invited by 1(O) R&V Sqn NCC, Bhubaneswar of NCC Gp HQ Cuttack (Odisha Directorate), OUAT Campus, Bhubaneswar – 751003 here in after referred to as “Govt/Purchaser” from Vendor/bidder/supplier/contractor here in after referred to as “Bidder/Tenderer” for Ceremonial Four Wheeled single and Double Horse Drawn Carriage for 1(O) R&V Sqn NCC, Bhubaneswar. The technical specifications and details of item required along with quantity are attached at **Appendix‘A’**.

2. Scope of Tender.

- (a) To obtain sealed tender as per technical specification
- (b) Supply of items on or before 06 Mar 2023.
- (c) Preparation of Ceremonial Four Wheeled single and Double Horse Drawn Carriage as per Technical Specification and delivery at Bhubaneswar on or before 06 Mar 2023.
- (d) Positioning of technical staff at Bhubaneswar for a min period of 05 days from 06 Mar 2023 to 11 Mar 2023 for any minor fitting work.

3. Time line Besides quality, timely delivery of items as per Technical Specification is of paramount importance and hence the Bidder is clearly notified that suitable penalty charges would be levied because of late delivery. The detail of penalty clause is dealt separately at ‘Terms and Conditions’ at **Appendix ‘B’**.

4. Eligible Bidder. Eligible bidder will be the one who satisfies the following conditions:-

- (a) Not blacklisted or under process of being blacklisted by any of Govt of Odisha/Govt of India agencies.
- (b) Has previous experience in supply of similar items.
- (c) Regular Taxpayer. Income-tax Verification Certificate in the prescribed form from the Income-tax Offices of the Circle Ward or District where he is assessed or assessable to income-tax.
- (d) GST registered Vendor and having GST return documents.

5. **Two Bid System.**

(a) Under the two-bid system, all Bidders are requested to quote for **Technical bid and Commercial bid separately in two different envelopes**. The two envelopes will be super scribed in BOLD and in RED colour as “**Technical BID**” or “**Commercial BID**” respectively. Both the envelopes along with the covering letter and other necessary documents will put in a single sealed envelope super scribed in BOLD and in RED colour as “**Single and Double Horse Driven Four Wheeled Carriage**” and deposited at **1(O) R&V Sqn NCC, OUAT Campus, Bhubaneswar – 751003** either by Post or by hand before the expiry of due date and time.

(b) The format of technical bid is attached at **Appendix “C”**. While quoting in the technical bid, compliance for specifications explicitly specified in the tender only be given and any attempt to include any specification not asked for would result in summary rejection of tender. Technical bid **WILL NOT** contain any reference to cost.

(c) The format for commercial bid is given at **Appendix “D”**. Rates of items to be quoted both in figures and words in **English Language only**. Wherever discrepancy is noticed between the two rates, the amount in words will be considered as final. Any erasure, cutting and over writing will be duly authenticated by the person responsible for tender and with business stamp. The commercial bid will include GST as applicable and transportation charges, if any.

6. **Tender Details.** Tender document is available for download free of cost from **Odisha Directorate Website (nccorissa.org)**. If application is collected personally from **1(O) R&V SQN NCC, Bhubaneswar** the cost of the tender documents is **Rs250/-**.

(a) **Address for Submission of Tender.** Tender will be submitted at the following address through post or by hand

**1(O) R&V Sqn NCC  
OUAT Campus,  
Bhubaneswar-751003**

(b) **Last Date.** **Last Date of Receipt of Tender at above mentioned address is 04 Feb 2023, 1630h.** Tender can be submitted by post or can be dropped by person on or before due date. Late receipt of tender even due to postal delay will not be accepted.

(c) **Tender Box.** One Tender box has been placed at 1(O) R&V Sqn NCC, Bhubaneswar Premises from 06 Feb 2023 onwards for receiving tenders. The tender box would be available for submission of bids between 1030h to 1630h on all working days.

(d) Tender Documents shall be submitted along with non-refundable tender Cost Rs 1000/-.

7. **Date of Opening of Technical and Commercial Bid.** Tenders will be opened on 06 Feb 2023, 1100h at 1(O) R&V Sqn NCC, Bhubaneswar. **All Bidders/ representative are requested to be present on 06 Feb 2023 latest by 1100h alongwith all the necessary certificates.** Representative is required to bring identity card and authority letter from the owners/company without which they will not be permitted to participate in the bid.
8. **Initially Technical Bids will be opened and correctness will be checked. Only those venders who have qualified in the Technical Bid, their Commercial Bids will be opened.**
9. The Board of officers constituted for opening of tender and for deciding the award of tender reserves the right of rejecting any tender without assigning any reason what so ever and the decision in the matter will be final. **The lowest tender may not necessarily be accepted if the quality does not conform to the required specification.**
10. **Price Negotiation Committee (PNC).** PNC will be carried out by committee as nominated by 1(O) R&V Sqn NCC, BBSR on 07 Feb 2023. The approved/selected bidder should be present on the day (07 Feb 2023) at 1(O) R&V Sqn NCC, BBSR for finalization of tender and award of contract. No representation in this regard will be accepted.
11. **Performance Security Deposit.** The Performance Security Deposit at the rate of 5% of the project value is to be paid by means of Demand Draft/ Banker's Cheque drawn in favor of 1(O) R&V Sqn NCC, payable at Bhubaneswar. will be submitted on award of the contract. No other mode of payment is being accepted.
12. The terms and conditions for the supply/purchase of said stores are given in Appendix "B" attached.
13. **Check list for Submission of Bids.**
- (a) Forwarding letter in company letter head giving details of PAN & GST Number.
  - (b) Technical bid in sealed envelope as per format at Appendix "C".
  - (c) Commercial bid in sealed envelope as per format at Appendix "D".
  - (d) Income-tax verification certificate in the prescribed form from the Income-tax Offices of the Circle Ward or District where he is assessed or assessable to income-tax.
  - (e) Photo copy copy of PAN Card.
  - (f) Agreement between Bidder and Purchaser as per format given at Appendix "E".
  - (g) Authorization letter to be brought with photo affixed duly attested by the bidder on the day of opening of Tender ie, on 06 Feb 2023.
  - (h) GST Return documents.

14. **Summary of Timelines.**

S No	Event	Date
(a)	Last date for submission of tender at 1(O) R&V Sqn NCC, Bhubaneswar	04 Feb 2023 1630hrs.
(b)	Opening of Bids at 1(O) R&V Sqn NCC, Bhubaneswar	06 Feb 2023 1100hrs
(c)	PNC at 1(O) R&V Sqn NCC, Bhubaneswar	07 Feb 2023
(d)	Last day of Delivery of Items at Bhubaneswar	06 Mar 2023

15. **Contact person for clarification of Tender details.**

Officer Commanding  
1 Odisha R&V Sqn NCC  
Tele No- 0674 297 6652  
Email address: [1orisaarv@nccorissa.org](mailto:1orisaarv@nccorissa.org)

**TECHNICAL SPECIFICATION OF CEREMONIAL FOUR WHEELED  
SINGLE AND DOUBLE HORSE DRAWN CARRIAGE**

Vendors/ Bidders are required to comply the technical parameters as mentioned below & the bidders are NOT allowed to make any changes in the minimum requirement as mentioned below. Such changes might disqualify your bid.

1. **Requirement**:- One ceremonial single and double horse driven four wheeled carriage for 1 (O) R&V Sqn NCC, Bhubaneswar.

2. **Dimension**:-

<b><u>S/No</u></b>	<b><u>Nomenclature</u></b>	<b><u>Dimension</u></b>	<b><u>Remarks</u></b>
(a)	Width of carriage in front	31 Inch	
(b)	Width of carriage middle	39 Inch	
(c)	Width of carriage in back	43 Inch	
(d)	Length of carriage complete	11 Feet	
(e)	Height of carriage with top	8 Feet	
(f)	Front wheel with rubber beading	34 Inch diameter	
(g)	Back wheel with rubber beading	44 Inch diameter	
(h)	Kammani front	32 Inch x 11 Inch	
(j)	Kammani back	36 Inch x 11 Inch	
(k)	Wheel base length	35 Inch	
(l)	Wheel base width	39 Inch	
(m)	Mudguard front	50 Inch x 10 Inch	
(n)	Mudguard back	64 Inch x 10 Inch	
(o)	Front axle length	66 Inch	
(p)	Front Axle thickness	1.5 Inch	

(q)	Rear Axle length	74 Inch
(r)	Rear Axle thickness	1.5 inch
(s)	Carriage burm single horse	2 inch x 2.5 inch x 7 feet (Two pieces)
(t)	Carriage burm double horse	4 Inch x 3 inch x 11 feet (One piece)

3. **Additional Requirement:-**

**Seating capacity**

- (a) 04 excluding driver.
- (b) Provisioning of two lance holders on either side of driver's seat
- (c) The passenger's seat should be arranged as two double seats facing each other.
- (d) Provision should be available to use the carriage either by single or by double horse. Accordingly, there should be one burm holder in the center and two burm holders in the side of the carriage (Total three burm holders).

4. **Manufacturing & craftsmanship:-**

- (a) **Body** : The body floor & wheels shall be made with teak or saal wood with iron attachments for steering. The edges should be well apprised without any gap or cracks.
- (b) **Wall & Top** : The carriage shall have a collapsible wall with a rexin top held by rivets/ bolts with the top.
- (c) The passengers and driver seat should be made from foam with rexin cover.

Place: (Signature)

Date: Name of authorized Person Designation With company seal

Note: To be submitted separately in sealed envelope

TERMS AND CONDITIONS

1. **Eligible Bidder.** Eligible bidder will be the one who satisfies the following conditions:-
  - (a) Not blacklisted or under process of being blacklisted by any of Govt of Odisha/Govt of India agencies.
    - (a) Has previous experience in supply of similar items.
    - (b) **Regular Taxpayer.** Income-tax Verification Certificate in the prescribed form from the Income-tax Offices of the Circle Ward or District where he is assessed or assess able to income-tax.
    - (c) GST registered Vendor and having GST return documents.
2. High Standard of workmanship, quality of material and timely supply are the prime requisites of the supply.
3. The tenderer shall submit his bid in two parts namely Technical and Commercial bid in two separately sealed envelopes. Taxes incl GST etc as applicable will be included separately in the commercial bid with clear heading mentioning "Technical Bid" & "Commercial Bid" separately on Different envelope.
4. All items, which are not supplied as per Technical specifications, are liable to be rejected at the discretion of Board of Officers. Accepted items during the opening of Tender will be retained for quality checking by the Officer nominated by **1 Odisha R&V Squadron NCC**, till completion of the camp. It is the vendor's responsibility to collect the item from **1 Odisha R&V Squadron NCC, Bhubaneswar** under his own arrangement.
5. No increase in price because of any statutory increase in fees of custom duty, excise duty, GST or duty levied in respect of stores will be accepted once the bid is submitted.
6. The tender rates will be valid upto 31 Mar 2023 for all quantities as mentioned in Appx"A"
7. The decision to accept fully or in part or reject a tender in full or part finally rest with the Tender opening Board of officers.
8. On award of the contract, the acknowledgement of supply order should be furnished within seven days of receipt of the supply order alongwith Security Deposit @ 5% of Contract value through DD payable at SBI Bhubaneswar. Non-acceptance of supply order will result in contract being awarded to next eligible bidder. The security deposit will be refunded back to the bidder after delivery of the complete item(s).

9. The delivery of all items must be completed by **06 Mar 2023 at 1(O) R&V Sqn NCC, Bhubaneswar.** The supplier has to ensure fitting of all items at the unit location. No separate transport charges will be paid.

10. The Board of Officers detailed by this 1(O) R&V Sqn NCC, Bhubaneswar will carry out inspection of stores being supplied by the bidder as well as monitor the quality of fitting being carried out.

11. The Officer Commanding, 1 Odisha R&V Sqn NCC, Bhubaneswar has the authority to change the quantity of items demanded as per requirement at a later date.

**12. Liquidated Damages.**

(a) **For late delivery of items- Part or full later than 06 Mar 2023.** 5% of the contracted value for each full day. The amount will be deducted from the amount due to the Bidder. **The bidder will be Black Listed if the items are not supplied by stipulated time.**

(b) **For late delivery of items from 08 Mar 2023.** The items will be brought at market price the amount will be deducted from amount due to the Bidder. The Bidder is liable to pay extra amount more than the contracted amount in view of the risk purchase.

(c) In case stores supplied at the time of the delivery period are found not acceptable, the purchaser is entitled to cancel the same and risk purchase at the cost and expense of the bidder, which would be deducted from the amount due to the bidder.

**13. Arbitration Clause.**

(a) All disputes arising between the partners as to the interpretation, operation, or effect of any clause in this tender document or any other difference arising between the Bidder and 1(O) R&V Sqn NCC, Bhubaneswar which cannot be mutually resolved, shall be referred to for arbitration by 1(O) R&V Sqn NCC, Bhubaneswar (Arbitrator 1), Failing him, DHE, Odisha will be the final arbitrator and whose decision shall be binding on both the parties.

(b) All disputes will be resolved at Bhubaneswar.

14. **Warranty and Guarantee.** The stores supplied under this order /tender shall be deemed warranted by the contractor against defective material, workmanship, finish and performance for the period for at least three months from the date of receipt of the stores. In case stores supplied are found defective, same shall be, replaced immediately as per approved samples by the bidder at his risk and cost.

15. All stores will be supplied to the office Site at Bhubaneswar by the contractor under his own arrangement. No extra transportation cost will be given or item will be collected from any other station.

16. The process of final payment of bills may take from one to two months on completion of supply of order.



17. Specification of items wherever not mentioned must be obtained from the Presiding Officer/Officer in charge, prior to quoting the rates:

Officer Commanding  
1 Odisha R&V Sqn NCC  
Tele No - 0674-297 6652  
Email address: [1orisaarv@nccorissa.org](mailto:1orisaarv@nccorissa.org)

18. Any notice to the bidder shall be deemed sufficient if given or left in writing at this usual or last known place, abode, or business or through E-mail or sms.

19. In the event of any breach on the part of the bidder, the contract shall be terminated by the **1(O) R&V Sqn NCC, Bhubaneswar** without compensation to the contractor upon giving seven days notice to the contractor.

20. The contract or any part share of interest in it is not to be transferred or assigned by the Contractor directly or indirectly to any persons or persons whomsoever without the written consent of the Officer Commanding, **1(O) R&V Sqn NCC, Bhubaneswar**.

21. GST as applicable and Income Tax @ 2% will be deducted at source under Sec 194c of IT Act. Bidders are requested to furnish GST No. On the Tender Form.

22. The opening of bids and Price Negotiation Committee will be held at **1(O) R&V Sqn NCC, Bhubaneswar** on 06 Feb 2023. The details or changes, if any, will be communicated to the bidding parties. All bidder are requested to mention their correct address, telephone number as well as email id for the same.

**FORMAT FOR TECHNICAL BID FOR CEREMONIAL FOUR WHEELED SINGLE  
AND DOUBLE HORSE DRAWN CARRIAGE**

<b>S.No</b>	<b>Nomenclature</b>	<b>Qty</b>	<b>Complied</b>	<b>Remarks</b>
1	Width of carriage in front 31 inch		Yes/No	
2	Width of carriage middle 39 inch		Yes/No	
3	Width of carriage in back 43 inch		Yes/No	
4	Length of carriage complete 11 feet		Yes/No	
5	Height of carriage with top 8 feet		Yes/No	
6	Front wheel with rubber beading 34 inch		Yes/No	
7	Back wheel with rubber beading 44 inch		Yes/No	
8	Kammani front 32 inch X 11 inch		Yes/No	
9	Kammani back 36 inch X 11 inch		Yes/No	
10	Wheel base length 35 inch		Yes/No	
11	Wheel base width 39 inch		Yes/No	
12	Mudguard front 50 inch X 10 inch		Yes/No	
13	Mudguard back 64 inch X 10 inch		Yes/No	
14	Front axle length 66 inch		Yes/No	
15	Front axle thickness 1.5 inch		Yes/No	
16	Rear axle length 74 inch		Yes/No	
17	Rear axle thickness 1.5 inch		Yes/No	
18	Carriage burm single horse 2 inch x 2.5 inch x 7 feet		Yes/No	
19	Carriage burm double horse 4 Inch x 3 inch x 11 feet		Yes/No	
20	Seating capacity of 04 excluding driver & co-driver		Yes/No	
21	Provisioning of two lance holders on either side of driver's seat		Yes/No	
22	Arrangement of passenger seat as two double seats facing each other		Yes/No	



Appx'D'

**FORMAT FOR COMMERCIAL BID FOR CEREMONIAL FOUR WHEELED SINGLE  
AND DOUBLE HORSE DRAWN CARRIAGE**

To,

1(O) R&V Sqn NCC,

OUAT Campus, Bhubaneswar-3

<b><u>SI No</u></b>	<b><u>Name of the Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost</u></b>
01	CEREMONIAL FOUR WHEELED SINGLE AND DOUBLE HORSE DRAWN CARRIAGE	01	
02	GST	@ ---- %	
03	Total cost in figure	-	
04	Total Cost in words	-	

**Signature** \_\_\_\_\_

(Name of Authorized person  
to enter into Contract)

To,

1(O) R&V Sqn NCC,

OUAT Campus, Bhubaneswar-3

1. Reference to **1(O) R&V Sqn NCC, Bhubaneswar (Odisha Directorate)**, Bhubaneswar  
Tender Notice No.....**dated**.....

2. I..... of ..... hereby  
Agree to contract in to the conditions mentioned in the above mentioned tender document.

3. I have fully read and understood the contents of "Terms of Conditions" at Appendix "B" to the tender  
document and I agree to it.

4. I accept Officer Commanding, 1(O) R&V Sqn NCC, Bhubaneswar (**Odisha Directorate**), as the  
sole arbitrator and Director, Deptt of Higher Education, Govt Of Odisha as the final arbitrator for any disputes  
regarding interpretation, operation, or effect of any clause in this tender document or any other difference  
arising between the Bidder and the Board of Officers, which cannot be mutually resolved.

Thanking you,

Yours faithfully,

**Signature**

(Name of Authorized person  
to enter into Contract)

Designation

Date:

Place:

**Note:**With company seal